

## ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. Chief, Policy and Plans/OP			
2. 5U32 NHB			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

☐ Per our conversation. For action as appropriate.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

Room No.—Bldg.	
Phone No.	

0041-102

EAA/DDA

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* U.S. GPO: 1988 - 241-174

## ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. Director of Personnel			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1. FOR ACTION AS APPROPRIATE

STAT

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**EXECUTIVE SECRETARIAT****ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date _____			

Remarks

ER 89-3900

Executive Secretary  
3 Oct '89

Date

3637 (10-81)

PERS-3-AR

THE WHITE HOUSE  
WASHINGTON



September 29, 1989

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Administrative Dismissal of Employees Affected  
by Hurricane Hugo

We have all been deeply moved by the terrible losses so many of our fellow Americans have suffered due to the ravages of Hurricane Hugo.

As a part of our national effort to recover from the effects of this storm, I request heads of executive departments and agencies who have Federal civilian employees in the geographic areas designated disaster areas because of the damage caused by Hurricane Hugo to consider their agency and OPM regulations and where appropriate excuse from duty, without charge to leave or loss of pay, any such employee who can be spared from duty and who is faced with a personal emergency because of the storm. Such excusal from duty should also apply for any employee who is needed for emergency law enforcement, relief, or clean-up efforts authorized by State or local officials having jurisdiction.

A handwritten signature in cursive script, appearing to read "George Bush".